

# Office Memorandum • UNITED STATES GOVERNMENT

25X1 TO : Chief,

FROM : Management Officer

SUBJECT: Proposed Change of Regulations

DATE: 24 Apr 50

1. It is believed that the attached draft of regulations can be improved if re-drafted, incorporating the following suggestions:

a. Paragraph A.1. - Is this statement necessary? If so the delegations pertaining to overseas should be stated.

b. Paragraph A.2. and A.4.a. - Repetition in separate paragraphs. Should be combined, probably under paragraph A.4.a.

c. Paragraph A.3.a. - Two forms and action to be taken on them are described together. Suggest the paragraph be divided to explain table of requirements and Form No. 36-7 separately. Is it necessary to prescribe distribution of copies?

d. Paragraph A.3.b. - Pertains to procurement and should not be a part of the programming paragraph.

e. Paragraph A.4.d. - The statement "...\$100.00 per month nor \$300.00 in any quarterly period..." is not readily understandable. It is believed that a statement of the monthly limitation will suffice if it is intended to place the limitation on a monthly basis.

f. Paragraph B.1. - Believe this statement unnecessary - paragraph B.2. contains all necessary information for field personnel.

g. General comments

(1) The long sentences and paragraphs make understanding difficult.

(2) The text can be reduced by elimination of unnecessary words.

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